

State of Hawaii  
Department of Human Services  
Benefit, Employment & Support Services Division  
Employment, Child Care Program Office

**Request for Proposals**

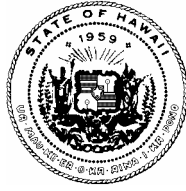
**RFP No. HMS-302-05-04-O**

**Child Care for Teen Parents Attending  
Waianae High School**

May 23, 2005

Date Due: June 13, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
Benefit, Employment and Support Services Division  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

May 23, 2005

MEMORANDUM

To: All Interested Applicants

From: Lillian B. Koller, Esq., Director

SUBJECT: **Child Care For Teen Parents Attending Waianae High School (RFP) HMS-302-05-04-O**

The Department of Human Services, Benefit, Employment and Support Services Division (BESSD), Employment & Child Care Program Office, is requesting proposals from qualified applicants to provide full day child care services to support teen parents in their efforts to be promoted or graduate from high school and/or participate in DHS First-to-Work program activities. These services are limited to teen parents who are enrolled in and attend the Waianae High School. Child care services shall be provided when school is in session and preferably in a facility within close proximity to the Waianae High School campus located at 85-251 Farrington Highway in Waianae, Hawaii. This facility must be a DHS licensed child care facility. The school year begins approximately the last week of July 2005 and is expected to end about the second week of June 2006. Child care services are integrated with the student services of the Department of Education (DOE) Graduation Reality and Dual Skills (GRADS) program in the school. This contract provides DHS funding for staff cost and operating expenses for the school year.

The contract term is estimated to begin approximately September 1, 2005 and continue through June 30, 2006. The State, at its option, may extend this Agreement in writing, for four (4) additional twelve month periods ending on June 30, 2010, subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided. One single contract will be awarded under this request for proposal.

The department seeks to purchase the services listed above and described in the attached RFP. The RFP provides information to assist applicants in the preparation of program plans and a budget, including: (1) a description of the services sought; (2) the special requirements to be met by the provider; (3) the criteria by which qualifying proposals

shall be reviewed/rated; and (4) the criteria for monitoring and evaluating the services. Applicants are to review the RFP very closely and address all parts of the RFP.

In order for the Department to consider proposals, all applicants must submit one original and four (4) copies of the proposal which shall be mailed and postmarked by the United State Postal Service on or before June 13, 2005 or hand delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on June 13, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals and materials not requested by the Department will not be accepted for consideration. Proposals postmarked or hand delivered (including courier mail) after the submittal deadline shall be considered late and rejected. There are no exceptions to these requirements.

The Benefit, Employment & Support Services Division will conduct an orientation on June 1, 2005 from 9:00 a.m. to 11:00 a.m. HST, at 820 Mililani Street, BESSD Administration Office Ste. 606, Conference Room #1, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation. Program staff from the Department will be present at this orientation to review the RFP requirements and address any questions.

Inquiries regarding this RFP should be directed to the RFP contact person, Rex Shilo at 820 Mililani Street, Ste. 606, Honolulu, Hawaii 96813, telephone: (808) 586-0977, fax: (808) 586-5744, e-mail: [rshilo@dhs.hawaii.gov](mailto:rshilo@dhs.hawaii.gov).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**ONE ORIGINAL AND FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED.**

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)  
NO LATER THAN  
June 13, 2005**

**All Mail-ins**

Department of Human Services  
Benefit, Employment & Support Services Division  
Employment & Child Care Program Office  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

**DHS RFP COORDINATOR**

Rex Shilo  
For further info. or inquiries

Phone: 586-0977  
Fax: 586-5744

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii  
Standard Time (HST) June 13, 2005.**

**Drop-off Site**

**Oahu:**

Department of Human Services  
Benefit, Employment & Support Services Division  
Employment & Child Care Program Office  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

**BE ADVISED:** All mail-ins postmarked by USPS after **June 13, 2005**, will be rejected.  
Hand deliveries will **not** be accepted after **4:30 p.m., HST, June 13, 2005**.  
Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **4:30 p.m., HST, June 13, 2005**.

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### II. RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview***--Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications***--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions***--Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation***--Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*** --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:



Department of Human Services, State of Hawaii  
 Benefit, Employment & Support Services Division  
 820 Mililani Street, Suite 606  
 Honolulu, Hawaii 96813  
 Phone (808) 586-0977 Fax: (808) 586-5744

#### IV. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

Activity	Scheduled Date
Public notice announcing RFP	05/22/05
Distribution of RFP	05/23/05
RFP orientation session	06/01/05
Closing date for submission of written questions for written responses	06/06/05
State purchasing agency's response to applicants' written questions	06/09/05
Proposal submittal deadline	06/13/05
Proposal evaluation period	06/20/05- 06/24/05
Provider selection	06/20/05- 06/24/05
Notice of statement of findings and decision	06/27/05- 07/01/05
Contract start date	09/01/05

#### V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** June 1, 2005 **Time:** 9:00 A.M. to 11:00 A.M. HST  
**Location:** Haseko Center, 820 Mililani Street, BESSD Administration Office, 6<sup>th</sup> Floor, Suite 606, Conference Room #1

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

## VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** June 6, 2005 **Time:** 4:30 P.M. HST

State agency responses to applicant written questions will be provided by:

**Date:** June 9, 2005

## VII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement of Health and Human Services* and *For Private Providers*. Please refer to the Competitive POS Application Checklist(Section 5, Attachment A) for the location of program specific forms. Proposals must contain all components.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers* and *Provider*

*Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

6. **Tax Clearance (Form A-6)** – An original or certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) **and** the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).
- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
  - C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
  - D. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. One (1) original and four (4) copies of the proposal are required. Telefacsimile transmissions, use of electronic mail, or submission of proposals on computer diskettes are not authorized.
  - E. **Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## **VIII. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **IX. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **X. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XI. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XII. Final Revised Proposals**

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## **XIII. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

## **XIV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **XV. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## **XVI. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

## **XVII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XVIII. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below)

within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Lillian B Koller, Esq.	Name: Edwin Igarashi
Title: Director	Title: Fiscal Management Officer
Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339	Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339
Business Address: 1390 Miller Street Honolulu, HI 96813	Business Address: 1390 Miller Street Honolulu, HI 96813

## **XIX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

## **XX. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

## **XXI. General and Special Conditions of Contract**

The General Conditions that will be incorporated in the contract are on the SPO website at

[http://www2.hawaii.gov/spoh/Forms\\_Instructions/contracts/GenCondHHS.PDF](http://www2.hawaii.gov/spoh/Forms_Instructions/contracts/GenCondHHS.PDF). Special Conditions may also be incorporated by the state purchasing agency, as deemed necessary. Please see Section 5, Attachment D for some of the special conditions that are expected to be imposed contractually with the provider who is awarded this contract.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website at [http://www2.hawaii.gov/spoh/Forms\\_Instructions/forms\\_instructionsprov.htm](http://www2.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm) Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.



# **Section 2**

## **Service Specifications**

## **Section 2**

### **Service Specifications**

#### **I. Introduction**

##### **A. Overview, purpose or need**

The mission of the Department of Human Services is to provide high quality, efficient and effective services designed towards achieving self-sufficiency for clients as quickly as possible and to direct our limited resources toward helping those least able to care for themselves.

The Department of Human Services is the State's lead agency for the federal Child Care and Development fund. The purpose of this grant is to increase the availability, affordability and quality of early childhood educational and care programs. The purpose of this RFP is to contract with an organization to provide full day child care services to support teen parents in their efforts to be promoted or graduate from high school and/or participate in DHS First-to-Work program activities. First-To-Work involvement would exist when the teen parent is receiving DHS financial assistance. As a First-To-Work client less than 18 years of age, they would be required to attend school.

Historically child care centers for infants and toddlers have been limited in the State. The Waianae area of Oahu historically has shown a high rate of teen pregnancies, and a high percentage of families receiving public assistance. Teens who are pregnant and/or parenting have often shown poor school attendance certainly in part due to a lack of child care. A child care resource facilitates school attendance and increases student opportunities for promotion, graduation and the acquisition of helpful parenting skills. Planning for this RFP included conversations with personnel at the Waianae High School. Reportedly, child care provided to students at this school continues to be a needed service and students are benefiting from it. Furthermore, it is reported that the utilization of this service by Waianae students is increasing.

##### **B. Description of the goals of the service**

The goal is to enable teen parents to continue their high school education by the provision of full day child care services to their children between the ages of 6 weeks to three years in a DHS-licensed child care facility. The program shall be open every day during which school is in session. The

child care program shall be open 30 minutes prior to the school day starting, and one-half hour after the school day ends.

Objectives should be measurable for the contract period of performance. Outcomes are the degree to which the objectives were achieved. Ideally, these would be projected at 100%. The objectives include the following: 1) Full utilization of the child care center; 2) Parents of the infants/toddlers are enabled to attend school, be promoted to the next grade, and graduate from high school; 3) Teen fathers and parents of the teen parents participate in program activities; 4) Subsequent full-term pregnancies are reduced while participating in the program; 5) Collaboration and coordination with other community programs and organizations, and the Waianae High School staff involved with the Graduation Reality and Dual Role Skills (GRADS) program; 6) Increased staff training opportunities, and 7) Activities to increase parenting competencies.

**C. Description of the target population to be served**

Teen parents who are enrolled in and attend the Waianae High School on Oahu are selected by the Department of Education GRADS staff to participate in this program because they are motivated to attend school and have no satisfactory alternative child care arrangements for their children in order to attend school. The teens receiving child care are integrated with the GRADS program. Child care project activities are planned and implemented in collaboration with GRADS staff. Their children from 6 weeks to three years are enrolled in the child care program. The teen fathers and families of the teen parents are also encouraged to participate in program activities.

**D. Geographic coverage of service**

These services are limited to teen parents who are enrolled in and attend the Waianae High School on Oahu. Ideally, the child care program should have close proximity to the DOE school for the teen parents' convenient access to the child care program and activities.

**E. Probable funding amounts, source, and period of availability**

A maximum amount of \$97,835 in total funding for Waianae High School students from federal funds is allocated for the initial contract period beginning approximately September 1, 2005 to June 30, 2006. A maximum of \$97,835 in total funding is allocated for each of the succeeding twelve-month periods, up to June 30, 2010, subject to the availability of federal

funds and a determination of satisfactory performance. The option to extend the services will be offered in writing by the department.

## II. General Requirements

### A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The children must be cared for in a DHS-licensed child care facility. The applicant shall ensure that the appropriate staff qualifications and teacher-child ratio regulations are maintained at all times while the child care center is open for child care.
2. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1//98), which can be found in the POS Manual.

### B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will not be allowed.

Planned secondary purchases

None.

### C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

### D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

### E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term ( $\leq 2$  yrs) ☒ Multi-term ( $> 2$  yrs.)

Contract terms:

Initial term of contract: twelve (12) months

Length of each extension: twelve (12) months

Number of possible extensions: four (4)

Maximum length of contract: five (5) years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: The contract for the proposed services may be extended subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided. The option to extend the service will be offered in writing by the Department. No supplementary agreement shall be binding upon the Department until the agreement has been fully and properly executed by all parties thereto prior to the start date of agreement. The provider shall not provide any services until the agreement is fully and properly executed.

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP. Contact Mr. Rex Shilo at 586-0977.

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

The applicant shall ensure that this project represents a model program of collaboration which integrates the child care services program with the high school's existing programs for teen parents and the families of the teen parents.

The applicant shall provide a comprehensive child care and parenting education program, which increases the capacity of the student parents to care for their children in an optimal fashion while developing their own potential as young adults.

The applicant shall provide opportunities for the teen parents to be observed by the head teacher and assistant caregivers interacting with their children. Teen fathers shall be recruited into all aspects of these links between the child care program and other DOE high school programs. If feasible, teen parents who are nursing their children shall be allowed the opportunity to visit the center during the school day to nurse their babies.

The applicant shall, in collaboration with any DOE high school program, provide opportunities to involve the families of the teen parents in the program.

The applicant shall collaborate with other community resources available to the parents for health services and training. The applicant shall provide information regarding community resources addressing the needs of the teen parents, such as medical and financial assistance programs through DHS.

When teen parents are no longer eligible for the program, the applicant shall assist the teens in developing a long term plan to assure the continuation of child care services. The applicant should assist teens in investigating alternate funding sources for child care within the community, including but not necessarily limited to, the child care program available through DHS.

## **B. Management Requirements (Minimum and/or mandatory requirements)**

### **1. Personnel**

The applicant shall hire a head teacher for the child care services program who is qualified to work with infants and toddlers and preschool children in accordance with DHS regulations: Infant and Toddler regulations, 17-895, Subchapter 4. When hiring a lead caregiver for the child care program, the following additional qualifications shall be considered:

1. Previous experience working with adolescents;
2. Good communication skills; and
3. Administrative experience in running a child care center.

The applicant shall hire the necessary teacher aides as required by the DHS staff-child ratio regulations. The applicant shall follow the teacher aide qualification requirements as also stated in the DHS regulations.

### **2. Administrative**

The applicant, upon request by the State, shall meet with representatives of the State to discuss the progress of the project. The purpose of these visits will be to: a) Observe the program operations; b) Examine materials ordered for the project; c) Inspect renovations made to the facility, and d) Examine record keeping procedures.

The applicant shall be responsible to ensure appropriate staffing of the child care center at all times.

The applicant shall work with the appropriate DOE staff to implement the program of activities for the teen parents and their families.

### **3. Quality assurance and evaluation specifications**

The applicant shall be responsible for keeping comprehensive records of all expenditures, available for monitoring by DHS staff or designee. These records shall include, but are not limited to: a) Copies of approved purchase orders signed by appropriate authority; b) Copies of invoices, packing slips, receipts, credit/debit memos and other vendor documents, and c) Other appropriate internal accounting statements and reconciliation schedules.

The applicant shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff. Monitoring will consist of comparing reported data with applicant's documents used to summarize data. These records shall include but are not limited to: a) Personnel files; b) Notes of staff meetings and training; c) Documentation of the various service activities; d) DHS licensure; e) Attendance and participation; f) School promotion and graduation; g) Anecdotal notes of teens' progress; h) Assessment of parental abilities and infants/toddlers' progress; and i) Collaborative meetings with DOE and community resources, etc. Evaluation will consist of comparing projected objectives with outcome performance and analyzing factors producing the results.

### **4. Output and performance/outcome measurements**

Quarterly reports shall focus on a narrative description of the achievement level of the program goals/objectives and each service activity listed in this RFP. These reports shall also include program utilization including but not necessarily limited to: a) Number of children enrolled in the child care program; b) Number of teen parents enrolled in the program; and c) Average daily attendance in the child care center. In addition, the reports shall also include projections of activities planned for the next quarter, which shall include a narrative description explaining planned activities. Each quarterly report will also include an overview of program outcomes presented in a matrix format. Please see Section 5 Attachment E for a sample of the matrix format that the service provider will be required to complete and submit as part of the quarterly report.

The final written summary report at the end of each fiscal year shall include:

- a. Cumulative data for the contract period to include:
  1. Ages of children served in the child care center.
  2. Number of children served in the child care center.

3. Number of home visits made (if applicable.)
  4. Number of teen parents promoted to the next grade.
  5. Number of teen parents graduating.
  6. Annotated description of future plans of teen parents exiting high school and affected by the child care program.
  7. Number of teen fathers participating in the program.
  8. Number of full-term subsequent pregnancies for teen parents involved with the child care program.
- b. Summary description of activities involving teen parents in the child care program, and the number of teens participating.
  - c. Summary description of activities involving families of teen parents in the child care program, and the number of families.
  - d. Summary description of activities for staff development and training, and the number participating.
  - e. Summary description of activities in cooperation and collaboration with other community agencies, and the number of different community organizations/individuals involved with the program.
  - f. Summary financial report of expenditures for this program.

## **5. Reporting requirements for program and fiscal data**

The applicant shall submit monthly expenditure reports for the operation of the program that serve as invoices for reimbursement. The form “Subgrantees Invoice and Expenditure Report” shall be the official form used for the Subgrantee to request funds for the contract.

The applicant shall provide monthly lists of children’s attendance, showing names of the infants/toddlers and their attendance record. The applicant shall provide written quarterly progress reports no later than 30 days after the end of each calendar quarter. The applicant shall also submit a final year end written summary no later than 30 days after the end of each fiscal year.

## **6. Pricing or pricing methodology to be used**

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual. Cost principles represent guidelines in determining which types of expenditures



will be reimbursed, payment dollar limits, payment policy constraints, and requirements for verification and documentation. The budget amount for the operation of the project must not exceed the amount stated in the RFP. Allowable costs to operate the program are reimbursable on a monthly basis after services are rendered. The applicant shall abide by all the Federal regulations as legislated by Public law 101-508, Omnibus Budget Reconciliation Act of 1990. Any expenditure made or authorized by the applicant which is subsequently determined by the Federal government to be unallowable shall be repaid to the State or offset against any other funds to which the applicant may be entitled.

**7. Units of service and unit rate**

Not applicable.

**IV. Facilities**

The Department of Human Services is unable to provide a facility for this service. Child care services shall be provided when school is in session and preferably in a facility within close proximity to the Waianae High School campus located at 85-251 Farrington Highway in Waianae, Hawaii. The provision of child care services must be in a DHS licensed facility.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

### I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the

proposed service is designed to meet the problem/need identified in the service specifications.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services. The applicant shall provide a listing of verifiable experience with project or contracts for the most recent five (5) years that are pertinent to the proposed services. The applicant shall include all available contact information for this listing which should include project/contract identifying information as well as names, titles, addresses, telephone numbers, email addresses, etc., of those individuals the State can contact for verification purposes.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

### **E. Facilities**

Not applicable.

## **III. Project Organization and Staffing**

### **A. Staffing**

#### **1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

#### **2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

## **B. Project Organization**

### **1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

### **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (as indicated) a work plan of all service activities and tasks to be completed, related work assignments, responsibilities and timelines/schedules. This can include a daily, monthly, and annual calendar/schedule of activities. The narrative should reflect major milestones in service delivery during the contract period. Applicant shall include information on when the program will operate during the contract period, and provide a list of school and State holidays when the program will not operate.

The narrative shall include the following in the format listed:

### Statement of purpose

- A. Description of the need the program is designed to meet.
- B. Description of the target group(s) to be served.
- C. Description of goals, objectives and outcomes.

### Description of the delivery of services to be offered

- A. Child care services program.
- B. Involvement of high school GRADS program.
- C. Involvement of teen parents in the program.
- D. Involvement of families of teen parents.
- E. Collaboration with other community services.
- F. Management and supervision of the program components.

G Quality control and self-evaluation of program progress.

## V. Financial

### A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

#### 1) Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

The purchasing agency shall consider cost proposals based on "cost-type" or "pure reimbursement" pricing structure from the applicants who are not-for-profit organizations licensed to do business in the State of Hawaii. "Cost-type" involves payment of all incurred costs within a predetermined total estimated amount.

The purchasing agency shall consider cost proposals based on "cost-plus-fixed-fee" from applicants who are for-profit organizations licensed to do business in the State of Hawaii. "Cost-plus-fixed-fee" allows for payment of all incurred costs within a predetermined amount plus an agreed upon fee that will not change. We anticipate these fees to be limited to 10% or less of the contract award. Also, these fees need to be built within the contract ceiling. Please note, however, that the Department reserves the right to negotiate the final amount of fixed-fee within the limits discussed above.

The purchasing agency shall select the applicable cost proposal subject to the legal standing of the applicant organization, e.g., not-for-profit or for-profit, that is in the best interest of the State.

The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205 Budget  
 SPO-H-205A Organization-Wide Budget by Source of Funds  
 SPO-H-205B Organization-Wide Budget by Programs  
 SPO-H-206A Budget Justification – Personnel: Salaries & Wages

- SPO-H-206B Budget Justification – Personnel: Payroll Taxes, Assessment & Fringe Benefits
- SPO-H-206C Budget Justification – Travel: Inter-island
- SPO-H-206E Budget Justification – Contractual Services: Administrative
- SPO-H-206F Budget Justification-Contractual Services-Sub-contracts
- SPO-H-206G Budget Justification – Depreciation
- SPO-H-206H Budget Justification – Program Activities
- SPO-H-206I Budget Justification – Equipment Purchases

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). Special Instructions for Forms SPO-H-205A and SPO-H-205B are located in Section 5, Attachments.

## **B. Other Financial Related Materials**

### **1. Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- a. The applicant is to submit the organization's most recent financial audit.
- b. The applicant is to submit a copy of the organization's financial policies that relate to the expenditure of funds for this project.

### **2) Tax Clearance Certificate (Form A-6)**

An original or certified copy of a current, valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

**B. General Guidelines**

The proposal shall be signed by an individual authorized to bind the applicant, and shall contain a statement that the proposal is a firm offer for a 120-day (or more) period. The proposal shall also provide the following information: name, title, address, telephone and facsimile number of an individual who may be contacted during the period of the proposal evaluation, and who has the authority to negotiate and contractually bind the organization, firm or agency by virtue of a Corporate Resolution valid within the past 12 months.

In the event the information provided with the proposal is inadequate for a complete evaluation, the proposal will not be considered by DHS. The Department reserves the right to reject any and all proposals or portions thereof. The applicant shall solely be responsible to submit sufficient data with the proposal. The Department is not obligated to request additional data but may do so, as well as question the submitted data.

A selection committee appointed by the Department consisting of not less than three (3) members will review proposals and make recommendations based on the proposal criteria. Proposals may be accepted without discussions. However, discussions may be conducted with applicants that submit proposals determined to be reasonably acceptable of being selected for the award.

The proposal with the highest point total may be awarded the contract. In the event of a tie, the award will be offered to the applicant with the lowest price.

At any time prior to the specified proposal due date and time, an applicant (or designated representative) may withdraw the proposal. Such withdrawal must be a written notice with the original signature of applicant's authorized signatory. Telegraphic, mailgram, or facsimile withdrawals shall not be considered.



# **Section 4**

## **Proposal Evaluation**

## Section 4

# Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of State employees- individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### Administrative Requirements

##### *Proposal Application*

**100 Points**

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

**TOTAL POSSIBLE POINTS**

**100 Points**

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Tax Clearance Certificate
- DHS Group Child Care License (Certificate of Approval)

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

Each section listed below shall be evaluated using the following criteria:

Weighted points (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

##### (1) Program Overview (0 Points)

- No points are assigned to Program Overview.
- The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

##### (2) Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.

**(3) Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

**(4) Service Delivery (55 Points)**

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

- Extent to which the proposal clearly describes the overall program content and design.
- Extent to which the proposal describes program goals and objectives that are consistent with those identified in the RFP.
- Extent to which the proposal demonstrates a thorough understanding of the target population.
- Extent to which the proposal describes a comprehensive child care and parenting education program.

- Extent to which the proposal offers means of collaborating with other community resources available to parents for health services and training as well as the providing of community resource information addressing the needs of teen parents.
- Evidence of a long term plan to assure the continuation of the child care services for the teen parents, including the investigating of alternate funding sources for child care within the community.
- Services throughout the contract period are clearly described, including major milestones in delivery of services.
- Timelines and schedules for delivery of services are realistic.
- Extent to which the proposal demonstrates flexibility in individualizing service delivery.
- Extent to which the proposal demonstrates knowledge of case documentation and case record maintenance.
- Extent to which the proposal provides for management oversight of the project, including clarity of work assignments and responsibilities.

**5. Financial (10 Points)**

Pricing structure based on cost reimbursement:

- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- Extent to which the budget supports the scope of service and requirements of the Request for Proposal.
- Accounting system is adequate.
- Financial policies for the use of funds for this service is clearly presented.
- Tax Clearance Certificate (Form A-6) – An original or certified copy of a current, valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS).

- Most recent Audit Report

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

## **Section 5**

### **Attachments**

#### **Attachment**

#### **Document**

- |   |   |
|---|---|
| A | Competitive Proposal Application Checklist  |
| B | Sample Proposal Table of Contents   |
| C | Special Instructions for Forms SPO-H-205A Organization-Wide Budget by Source of Funds and SPO-H-205B Organization-Wide Budget by Programs |
| D | Special Conditions  |
| E | Sample Quarterly Matrix Report  |



## **Attachment A**

### **Competitive Proposal Application Checklist**

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at [http://www2.hawaii.gov/spoh/Forms\\_Instructions/forms\\_instructionsprov.htm](http://www2.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm)\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	<b>(Required if not Registered)</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5	<b>X</b>	
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Financial Statement/Policies	Section 3, RFP	POS Manual	<b>X</b>	
Organization Chart			<b>X</b>	
Audit Report (Most Recent)	Section 3, RFP	POS Manual	<b>X</b>	

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 Authorized Signature

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 Date

**Attachment B**

**Sample Proposal Table of Contents**

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview.....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>1</b>
<b>A.</b>	Necessary Skills .....	2
<b>B.</b>	Experience.....	4
<b>C.</b>	Quality Assurance and Evaluation.....	5
<b>D.</b>	Coordination of Services.....	6
<b>E.</b>	Facilities.....	6
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
<b>A.</b>	Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications .....	9
<b>B.</b>	Project Organization .....	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery.....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation.....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
<b>A.</b>	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
<b>B.</b>	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
<b>C.</b>	Organization Chart	
	Program	
	Organization-wide	
<b>D.</b>	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
<b>E.</b>	Program Specific Requirements	

## **Attachment C**

### **Special Instructions for Forms SPO-H-205A Organization-Wide Budget by Source of Funds and SPO-H-205B Organization-Wide Budget by Programs**

These forms are required. All budget forms, instructions and samples are located on the SPO website at [http://www2.hawaii.gov/spoh/Forms\\_Instructions/forms\\_instructionsprov.htm](http://www2.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm).

**Attachment D**

**Special Conditions**

## **Special Conditions**

### **1. Time of Performance**

- a. The PROVIDER shall provide the services required under this Agreement for a period of one year, from July 1, 2005, to and including June 30, 2006, unless otherwise terminated.
- b. The State, at its option, may extend this Agreement in writing, for four (4) additional twelve month period, ending on June 30, 2010, subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided.

### **2. Confidentiality**

The PROVIDER shall keep records to document information acquired about the recipients or given or made available by the recipients served under this Agreement. All such information shall be considered confidential and shall not be disclosed by the PROVIDER except as otherwise allowed by Hawai'i Revised Statute §346-10, and Hawai'i Administrative Rules §17-601, and only after prior written notification to DHS.

### **3. Liability Insurance**

Notwithstanding the "General Conditions" for all 103F-procured contracts, where section 1.4 addresses the liability insurance in a combined amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00), the Department of Human Services requires that the PROVIDER obtain, maintain, and keep in force throughout the period of this Agreement liability insurance (the "Liability Insurance") issued by an insurance company in a combined amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00), or such lesser amount requested in writing by the PROVIDER, and, for good cause shown, approved by the head of the purchasing agency, which approval, if any, is incorporated herein by reference, for bodily injury and property damage liability arising out of each occurrence. The Liability Insurance shall provide that it is the primary insurance for the State of Hawai'i, the purchasing agency, and their officers, employees, and agents from any liability arising out of or resulting from occurrences connected with the PROVIDER'S performance under the Agreement. Prior to or upon execution of the Agreement, the PROVIDER shall obtain a certificate of insurance verifying the existence of the necessary liability insurance coverage, including the coverage of the State of Hawai'i, and its officers, employees, and agents. If the scheduled expiration date of the liability insurance policy is earlier than the expiration date of the time of performance under the Agreement, the PROVIDER, upon renewal of the policy, shall promptly cause to be provided to the State of Hawaii an updated certificate of insurance. The

certificates of insurance shall expressly provide that the insurance policy shall not be cancelled unless the insurance company has first given to the State of Hawaii thirty (30) calendar days' written notice of the intended cancellation.



## **Attachment E**

### **Sample Quarterly Matrix Report**

# Teen Parent Infant/Toddler Program

## Quarterly Report Attachment

### Overview of Program Outcomes

Table 1: Child Participation

[illegible]

Table 2: Parent Participation

[illegible]